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25X1A6c

ROUTE OF [REDACTED]

25X1A6a

From an ORR man in [REDACTED] to Robert Amory, Jr., Deputy Chief of ORR

Report date July 1. 25X1A6a

July 7, left [REDACTED]

July 11, arrived Pouch Document Control Room center of Records Integration (RI) in L Building.<sup>1/</sup>

July 11, Pouch Document Control Center.

July 11, arrived RI analysis section.<sup>2/</sup>

July 16, arrived EE Mail Room.

July 16, arrived EE ~~German~~ Desk.

July 17, left EE Mail Room for RI Mail Room.

July 19, arrived back at EE Mail Room from RI Mail Room.<sup>3/</sup>

July 19, went back to RI Mail Room.

July 19, 11:40 A.M. left RI Mail Room for ORR.

July 21, 10:08 A.M. arrived ORR Mail Room.

July 24, logged into ORR Mail Room.<sup>4/</sup>

July 24, received by Mr. Amory.

<sup>1/</sup> The document was addressed to Chief, EE--Attention: Mr. Amory. This address accounts for it being sent to RI Mail Room and being processed like normal pouch documents. If it was intended for the document to go directly to Mr. Amory, it should have been addressed to him, and not to the Chief of EE division. This incorrect addressing of the document accounts for about a week of the delay.

<sup>2/</sup> Since the document has a field number on, it went pursuant to established procedure to the RI analysis section where all documents with field numbers are analyzed and routed. It apparently was sent from ~~there~~ ~~and~~ to the EE Mail Room because it was addressed to the Chief, EE.

<sup>3/</sup> All pouch documents are supposed to be sterilized by having names of personnel cut out of them. That is why this document was sent back to EE Mail Room by RI on July 19. It should not have left EE without the sterilization being done, but did so because of a new girl in the EE Mail Room who did not know of this requirement.

<sup>4/</sup> Under ORR Mail Room procedure, material coming into the mail room is first sent to the ORR Reading Panel where it is read and routed, and then it comes back to the ORR Mail Room where it is logged there for the first time and then distributed.

The courier receipt shows that this document arrived ~~at~~ the ORR Mail Room on the 21st of July. ORR Mail Room log shows it was

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received on the 24th of July. What probably happened was that the document arrived in the ORR Mail Room on the 21st, was sent to the Orr Reading Panel from which it returned to the ORR Mail Room on the 24th when it was logged.

#### COMMENT

If this document had been properly addressed to Mr. Amory, it would have gone directly to him. If it was supposed to go to EE first and then to Mr. Amory, then it was properly addressed. In the future, for documents to go directly from personnel in [REDACTED] to 25X1A6a Mr. Amory, one of the following methods should be adopted:

1. Address the document clearly to Mr. Amory.
2. Leave the field number off the document. If this is done, it will not go through the RI analysis section.
3. Make a note on the pouch manifest to whom the document is to go. This way, it will be sent directly to the addressee even though it has a field number on it.
4. Mr. Amory or other addressees should write a memorandum to the RI Mail Room setting forth the requested procedure for the routing of documents addressed to the addressees' attention.

*Dispatch Pouch Section R. I.  
advises the necessary indicators  
procedures have been established  
for ORR in accordance with  
C I A Regulations 40-7. If there are  
any further questions suggest contact  
with [REDACTED] Ex. 3213 [REDACTED]*

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